

Candidate Information Bulletin



STATE OF HAWAII Contractor Examinations

Eligibility

Eligibility for examination is determined by the state of Hawaii Contractors License Board.

Examination Registration

When your application is approved by the state Contractors License Board you will be sent a Registration Form. You must fill out this exam Registration Form and send it by the **deadline date** to:

Exterior

354 Uluniu St., Suite 308
Kailua, HI 96734
Phone: 808.261.8182

Fees (subject to change)

Fees are **\$65.00** per examination. When you send the Registration Form you must include a check or money order for all necessary fees, made payable to Exterior.

Example:	Part I (Business and Law.)	\$ 65.00
	Part II (Trade)	\$ 65.00
	Total	\$130.00

Examination Dates and Locations

Contractor exam dates and locations are on the last page of this Candidate Information Bulletin.

If you have problems meeting the deadline, call Exterior immediately at 808.261.8182.

Admission to the Examination

Eligible, registered candidates will be sent an Admission Letter approximately 10 days before the examination date. Your Admission Letter will include the address of your exam site.

A candidate who does not appear for a scheduled examination will forfeit all fees. However, if circumstances beyond the control of the candidate make it impossible to meet the test schedule, candidate fees may be applied to a subsequent exam. A written request to have fees applied to a later exam **must** be received by Exterior at least **10 days** before the examination date. The candidate must state the circumstances, scheduled examination and the requested new test date. **A candidate**

arriving after an exam has started may not be admitted.

If you lose your Admission Letter, or if you have not received an Admission Letter two days before the exam date, **contact Exterior by telephone immediately at 808.261.8182**. Also notify Exterior and the Board of any change of your address.

A walk-in test is available under certain circumstances. If a candidate has been approved for an examination by the Contractors Board, the candidate may take the examination(s) by appointment on dates other than the scheduled ones. This service is offered only in Exterior's Oahu office. A "walk-in" fee of \$50.00 is added to the basic exam fee(s). Examination scores are **NOT** released early. Examination scores are reported to the candidate and the Contractors Board at the same time scores from the next regularly scheduled examination are released. Candidates may take examinations only once a month. Do not call the Contractors Board for scores. They will receive scores at the same time your scores are sent to you.

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), contact Exterior to obtain an Accommodation Request Form. Submit written verification of your disability before you schedule your examination.

Exterior contractor examinations are administered only in the English language. If you have difficulty reading English, you may use an interpreter during the exam to help you read and understand the test items. The fee for this service is \$100.00, added to your examination fee. **You MUST FIRST** request this service from the Board. The interpreter must be a certified interpreter or a person employed by a recognized interpreter agency. Individuals with construction skills or knowledge of the subject matter being tested are **NOT** allowed to interpret. Contact Exterior for an Interpreter Request Form.

What to Bring to the Exam

- Bring your Admission Letter and photo identification.
- Bring two No. 2 pencils to mark your answer sheet.
- You are allowed to use a silent, non-printing calculator.



Score Information

The minimum passing score required is 75 percent. Your scores will be based on the number of questions you answer correctly. You will not be given credit for any question that has been left blank, answered incorrectly or marked with more than one answer. Be sure to mark an answer for each question. There is no penalty for guessing.

Candidates who fail the contractor licensing examination will receive their scores **approximately** 10 days after the examination. The scores of candidates who pass the contractor licensing examination are sent to the Contractors Board. The Board then mails scores and additional licensing information to the successful candidates. To insure confidentiality, **examination scores are not given over the telephone.**

Reviews

An examination review is offered once each month to candidates who did not pass the examination. The fee for this review is **\$50.00**. Call Experiior to schedule an examination review.

Candidate Feedback

Candidates' have several opportunities to make comments and/or appeals regarding their testing process.

Candidate Support Specialists (Operational Concerns)

If you have a concern or comment regarding the testing process, you may call Experiior at the phone number shown on Page 1. These types of concerns typically involve the scheduling of your examination, your experience at the testing center, and your interactions with Experiior personnel.

Candidate Comments (Operational Concerns and Exam Concerns)

You are invited to make comments regarding both your testing experience and the content of the examinations at the end of your examination. For examinations administered through paper and pencil, candidates are invited to fill out a "Question/Comment Form: and/or an "Your Opinion Matters Form". Experiior takes all candidate comments seriously and all comments will be reviewed by Experiior staff. However, you will NOT receive direct feedback about your comments. If you would like a written response from Experiior, you will need to file an appeal (see the Candidate Appeal section below).

Appeal Committee (Exam Concerns)

If you have a concern involving the content or scoring of your examination and would like a written response from Experiior, you will need to submit an appeal letter. Please include your name, Social Security number, name of the examination, date tested, and a specific description of your concerns. The letter should also contain your original signature. Faxes or e-mail appeals will not be accepted. Please send your letter to the following address:

Appeal Committee
Experiior Assessments
1360 Energy Park Drive, Suite 200
St. Paul, MN 55108-5252

A summary of the Committee's decision regarding your complaint will be sent to you within two weeks of receiving your letter.

Comments must be from the candidate and not a third party.

Certificate of Achievement

A Certificate of Achievement is available to each candidate who passes an Experiior examination. The cost is \$15.00. All passing candidates will receive an order form. The certificate is 8-1/2" x 11", beautifully designed and ideal for framing and display.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experiior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Description of the Examination

All exams are CLOSED BOOK. Some questions may refer to a figure drawing, table or chart in the exam booklet. Some questions may require simple arithmetic calculations. Each exam is taken in an allotted amount of time that will be announced before the exam.

Every applicant for a contractor's license must pass both a Business and Law (**Part I**) and a Trade-Specific (**Part II**) exam, if the examination is available. Both exams must be passed within six months from the date the candidate's application is approved by the Contractors License Board.

Content Areas

Part I - Business and Law Examination

The examination covers the following subjects:

Contract Management	18%
Estimating and Bidding	12%
Licensing	10%
Risk Management	10%
Project Management	9%
Financial Management	9%
Safety	7%
Labor Laws	7%
Tax Laws	6%
Public Works Laws	5%
Lien Law	4%
Business Organization	3%

Sample Questions - Business and Law Examination

1. What term identifies the financial report which shows the profit or loss as the difference between the income received and the expenses paid out during a period?

(A) Balance sheet
(B) Statement of worth
(C) Income statement
(D) Financial statement
2. Given: A contracting business has a balance sheet on December 31 which indicates

Current Assets of \$100,000
Current Liabilities of \$ 75,000
Fixed Assets of \$250,000
Long Term Liabilities of \$150,000

The contracting business has what Net Working Capital on December 31?

(A) \$ 25,000
(B) \$100,000
(C) \$125,000
(D) \$350,000

Answers to Sample Questions

1. C; 2. A

Part II - Trade Examinations

Trade examinations are not available for every specialty classification. However, if an examination has been prepared for a classification, you will be required to take and pass it. Part II - trade exams may contain questions on reading and interpreting construction codes and regulations, knowledge of building codes, trade materials, tools, equipment and methods.

The following trade classifications require examinations:

- A - General Engineering
- B - General Building
- C-1 - Acoustical and Insulation
- C-2 - Mechanical Insulation
- C-3 - Asphalt Paving and Surfacing
- C-3a - Asphalt Concrete Patching, Sealing and Striping
- C-4 - Boiler, Hot-water Heating and Steam Fitting
- C-5 - Cabinet, Millwork and Carpentry Remodeling and Repairs
- C-5b - Siding Application
- C-6 - Carpentry Framing
- C-7 - Carpet Laying
- C-9 - Cesspool
- C-12 - Drywall
- C-13 - Electrical
- C-14 - Sign

- C-15 - Electronic Systems
- C-15a - Fire and Burglar Alarm
- C-16 - Elevator
- C-16a - Conveyor Systems
- C-17 - Excavating, Grading and Trenching
- C-20 - Fire Protection
- C-20a - Dry Chemical Fire Repressant
- C-21 - Flooring
- C-22 - Glazing and Tinting
- C-23 - Gunite
- C-27 - Landscaping
- C-27b - Tree Trimming and Removal
- C-31 - Masonry
- C-31a - Cement Concrete
- C-31b - Stone Masonry
- C-32 - Ornamental, Guardrail and Fencing
- C-33 - Painting and Decorating
- C-35 - Pile Driving, Pile and Caisson Drilling, and Foundation
- C-36 - Plastering
- C-37 - Plumbing
- C-37b - Irrigation and Lawn Sprinkler Systems
- C-40 - Refrigeration
- C-41 - Reinforcing Steel
- C-42 - Roofing
- C-42b - Wood Shingles and Shakes
- C-42d - Composition Shingle
- C-43 - Sewer, Sewage Disposal, Drain and Pipe Laying
- C-43a - Reconditioning and Repairing Pipelines
- C-44 - Sheet Metal
- C-48 - Structural Steel
- C-49 - Swimming Pool
- C-49a - Swimming Pool Service
- C-51 - Tile (Ceramic and Mosaic)
- C-52 - Ventilating and Air Conditioning
- C-55 - Waterproofing
- C-56 - Welding
- C-57 - Well Drilling
- C-61 - Solar Energy Systems
- C-61a - Solar Hot Water Systems
- C-62 - Pole and Line

Reference Books

Part I - The following references are suggested for study when preparing for the Part I - Business and Law Examination. The examination will focus on information presented in these references. NOTE: The following references do not contain all of the general knowledge

necessary to pass the exam and some questions may not be referenced to these materials.

The primary reference source for the Business and Law exam is the *Hawaii Contractor's Reference Manual*. It is available from:

Experior
354 Uluniu St., Suite 308
Kailua, HI 96734
(Order form included with this bulletin)

The *Reference Manual* contains numerous source documents, including the list below. You may also obtain these references from each of the different agencies.

1. Chapter 436B, *Hawaii Revised Statutes, "Professional and Vocational Licensing Law"*
2. Chapter 444, *Hawaii Revised Statutes, "Contractors"*
3. Title 16, Chapter 77, *"Contractors, "Hawaii Administrative Rules*
Cashier; Department of Commerce Consumer Affairs
(To order: Enclose \$2.00 and specify *Contractor Laws and Rules* when ordering.)
4. Chapter 103, *Hawaii Revised Statutes, "Expenditure of Public Money and Public Contracts"*
Hawaii Department of Labor and Industrial Relations
5. Chapter 104, *"Wages and Hours of Employees on Public Works"*
Hawaii Department of Labor and Industrial Relations
6. *Hawaii Occupational Safety and Health Standards*
State of Hawaii, Department of Labor and Industrial Relations
7. *Hawaii Occupational Safety and Health Law*
State of Hawaii, Department of Labor and Industrial Relations
8. *Code of Federal Regulations*, 29 CFR 1910
9. *Handy Reference Guide to the Fair Labor Standards Act*
10. *Worker's Compensation Handbook for Employers and Insurance Companies*
11. *Highlights of the Hawaii Prepaid Health Care Law*
12. *Digest of Chapters 386, 392, and 393*
13. *Hawaii Disability Compensation Division Poster*
14. *Wage Payment Poster*
15. *Procedure for Obtaining a Child Labor Certificate*
16. *ADA Fact Sheet*
17. *The ADA - Your Responsibilities as an Employer*

18. *Employment Eligibility Verification, INS Form I-9*

19. *Circular E, Employer's Tax Guide*

20. *Hawaii Booklet A, Employer's Tax Guide*

21. *Hawaii Mechanics' and Materialman's Lien Law*

Part II – Experior will mail you a Content Outline and Reference List for the trade examination you will be taking. You should receive this information approximately four to six weeks before your first opportunity to take an examination. Call Experior at 808.261.8182 if you do not receive this information.

The Contractors License Board purchased several books and materials on construction work to assist applicants in preparing for the examinations and also to provide information to licensed contractors and the general public. These materials are located in the Reference Section of the following public libraries:

Hawaii State Library (Main - Honolulu)
Pearl City Regional Library
Kaneohe Regional Library
Kauai Regional Library (Lihue)
Kahului Library (Maui)
Hawaii Regional Library (Hilo)
Kailua-Kona Library

For information on how to obtain study materials, call toll-free
877.624.2562

The following construction trades reference books may be helpful in studying for exams.

1. *A Guide for the Installation of Ductile Iron Pipe* (out of print)
2. *Alternating Current Fundamentals*
3. *Cabinetmaking and Millwork*
4. *Carpentry and Building Construction*
5. *Ceramic Tile*
6. *Circulation Systems Components for Swimming Pools, Spas and Hot Tubs*, (NSF Std. 50)
7. *Concrete Form Construction*
8. *Concrete Masonry Handbook for Architects, Engineers and Builders*
9. *Concrete Pipe Installation Manual*
10. *Construction Contracting*
11. *Design and Control of Concrete Mixtures*
12. *Direct Current Fundamentals*
13. *Electric Motor Control Fundamentals*
14. *Excavation and Grading Handbook*
15. *Ground Water and Wells*
16. *Guniting and Shotcrete Concrete*

17. *Handling and Erecting Wood Trusses (HET-80) and Bracing Wood Trusses (BWT-76)*
18. *Installation of Air Conditioning and Ventilating Systems NFPA 90A*
19. *Installation of Blower and Exhaust Systems for Dust, Stock and Vapor Removal NFPA 91*
20. *Landscape Operations: Management, Methods and Materials*
21. *Manual for Solar Specialists* (out of print)
21. *Mathematics for Plumbers and Pipefitters*
22. *NFPA 13 - Installation of Sprinkler Systems, 1985*
23. *Painting and Decorating Craftsman's Manual*
24. *Pipefitters Handbook*
25. *Plastering: A Craftsman Encyclopedia* (out of print)
26. *Plumber's Handbook 1985*

27. *Reciprocating Refrigeration Manual*
28. *Recommended Specifications for the Application and Finishing of Gypsum Board and Gypsum Board for Walls and Ceiling*
29. *Removal of Smoke and Grease Laden Vapors from Commercial Cooking Equipment NFPA 96*
30. *Safety Code for Mechanical Refrigeration*
31. *Suggested Minimum Standards for Residential Swimming Pools*
32. *The Complete Book of Fences* (out of print)
33. *Turf Irrigation Manual*
34. *Welding Fundamentals and Procedures*

These books are in the libraries listed in the column on the left.

The Superior EXPERIOR Way to Get Ready for Your Hawaii State Contractor Examinations!



is the only authorized provider of Hawaii Contractor Examinations and now Experior offers the time-saving, stress reducing and up-to-date

Contractor Study Program

The study program has been developed because many contractors have said they don't have time to attend a study course. It is important to be well prepared for any examination. This will probably be the easiest and most economical way for you to obtain the needed references, learn how to do the problems, and get an overview of the types of questions you will be asked. And you study at home at a time that is convenient for you. The Contractor Study Program is a well-researched course designed to help on your examination. It contains three important elements.

The Hawaii 2000 Contractor Reference Manual. This information-packed, 8-1/2" x 11", 483-page book is the primary resource for the **Hawaii Contractor Part I-Law and Business Management Exam**. This Manual concisely, clearly covers critical subject areas including: CONTRACTS, LABOR LAWS, FINANCIAL MANAGEMENT, TAX LAWS, MARKETING, LICENSING and ESTIMATING. It also offers: Federal Employer's Tax Guide (Circular E); Fair Labor Standards Act; Hawaii Mechanic's Lien Laws; Hawaii Licensing Rules and Regulations; Hawaii Industrial Commission Information; OSHA Information; Hawaii Labor Laws, and Hawaii Tax Commission Information.

Contractor Study Guide. The Study Guide provides extensive instruction on how to do the problems that you will encounter on the examination. It is a step-by-step, skill building instruction, that follows the Reference Manual chapter by chapter. There are many sample problems that you will solve to help build your skills.

Contractor Practice Examination. This examination is completely legal, it is priced to accommodate the candidate, and it provides valuable insight into the "look and feel" of the actual licensing test. You could spend hundreds of your hard-earned dollars, and much valuable time, attending "preparation schools" and "seminars." OR you could save money, time and possible stress by practicing on the authorized Experior Contractor Practice Examination.

Hawaii Contractor Part I-Law and Business Management

- This test is similar in the number of questions, the type of questions, and the subject matter of tests currently administered for the Hawaii Contractor Part I examination. **THIS IS NOT THE TEST THAT A QUALIFIED CANDIDATE WILL TAKE FOR LICENSURE REQUIREMENTS.**
- How will you benefit by taking this Practice Exam? Experior's Contractor Practice Examination is offered to help you experience **less anxiety** and **more confidence** when you face the real licensing exam. The Practice Exam offers you helpful insight into the real licensing exam's content, question format, terminology and level of difficulty.
- Unlike the methods used by many "contractor prep schools," the Practice Exam uses test questions and answers that at one time appeared on our Hawaii licensing tests, but have now been "retired" from Experior test item banks. A question that appears on the Practice Exam will **NOT** appear on a current Contractor Licensing Exam, but questions similar to it that test skill level and practical knowledge are likely to be on the actual Licensing Exam. Experior's **Hawaii Contractor Part I Practice Exam** is available for \$25 (\$20 if ordered at the same time as the *Hawaii 2002 Contractor's Reference Manual*), plus Hawaii State tax, shipping and handling.

Order your **Study Program** now. Simply fill out the order form on the back of this sheet and mail it today with your personal check, money order or credit card information to: **Experior, 354 Uluniu Street, Suite 308, Kailua, HI 96734**

Type or Print Clearly

City: _____ State: _____ ZIP: _____

Check the item(s) you wish to purchase

QTY	Item	Cost	Unit Cost	Total Unit x QTY
	Hawaii Contractor's Reference Manual	\$45.00		
	Hawaii Sales Tax	\$1.80		
	Shipping and Handling	\$8.00	\$54.80	
	Hawaii Contractor's Part I Business and Law Practice Exam	\$25.00		
	Hawaii Sales Tax	\$1.00		
	Shipping and Handling	\$2.00	\$28.00	
	Hawaii Contractor's Study Guide	\$50.00		
	Hawaii Sales Tax	\$2.00		
	Shipping and Handling	\$8.00	\$60.00	

QTY	Package Deals	Cost	Unit Cost	Total Unit x QTY
	Hawaii Contractor Study Program (Includes Contractor Reference Manual, Practice Exam and Study Guide)	\$100.00		
	Hawaii Sales Tax	\$4.00		
	Shipping and Handling (Savings of \$26.80)	\$12.00	\$116.00	
Total			Order	\$

Method of Payment: (check one)

Check	Money Order	Visa	MasterCard
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Credit Card # _____ Exp. Date _____

Signature _____ Date _____

(Required for credit card orders)